

CTE Technical Incentive Grant (TIG) Application Process

Acronyms

ASM: Application Security Manager
CTE: Career and Technical Education
DPI: Department of Public Instruction
DSA: District (Data) Security Administrator

ETD: Embedded technical diploma
TIG: Technical Incentive Grant
WAMS: Web Access Management System

Getting Started

Updates to the site are ongoing so you may notice slight changes between the on-screen and published images.

- 1- View the webinar at <https://dwd.wisconsin.gov/det/cteincentive/> prior to completing the application.
- 2- Obtain a WAMS ID to get access to the application.
 - a. Find instructions to create a WAMS ID at: <https://dpi.wi.gov/cst/data-security/wams/create-account>. Your WAMS ID should be tied to your school's email.
 - b. Ask your District Security Administrator (DSA) to assign you an Application user role for "CTE TIG" under the ASM Access Portal (see sidebar below). If you don't know who your DSA is you may use this app: <https://apps2.dpi.wi.gov/ldsutil/admin/>

PLEASE NOTE THAT STEPS 1 AND 2 BELOW ARE REQUIRED.

STEP 1: How Can I, as a District Security Administrator, Assign a TIG Role Administrator?

The short answer to this question is that the District Security Administrator (DSA) is responsible for assigning someone to the Application Administrator role who, in turn, is responsible for assigning people to the Application User roles. Here is the process for the DSA to assign a TIG Role Administrator.

The DSA assigns someone the Application Administrator role for the CTE Technical Incentive Grant application.

1. DSA logs in to Secure Home: <https://apps2.dpi.wi.gov/secure/>.
2. DSA clicks on Application Security Manager (ASM).
3. Under Manage Security, DSA clicks Assign a New Application Administrator and selects CTE Technical Incentive Grants. (DSA may assign self or someone else as the Application Administrator.)

STEP 2 (see box at the top of the next page) is required.

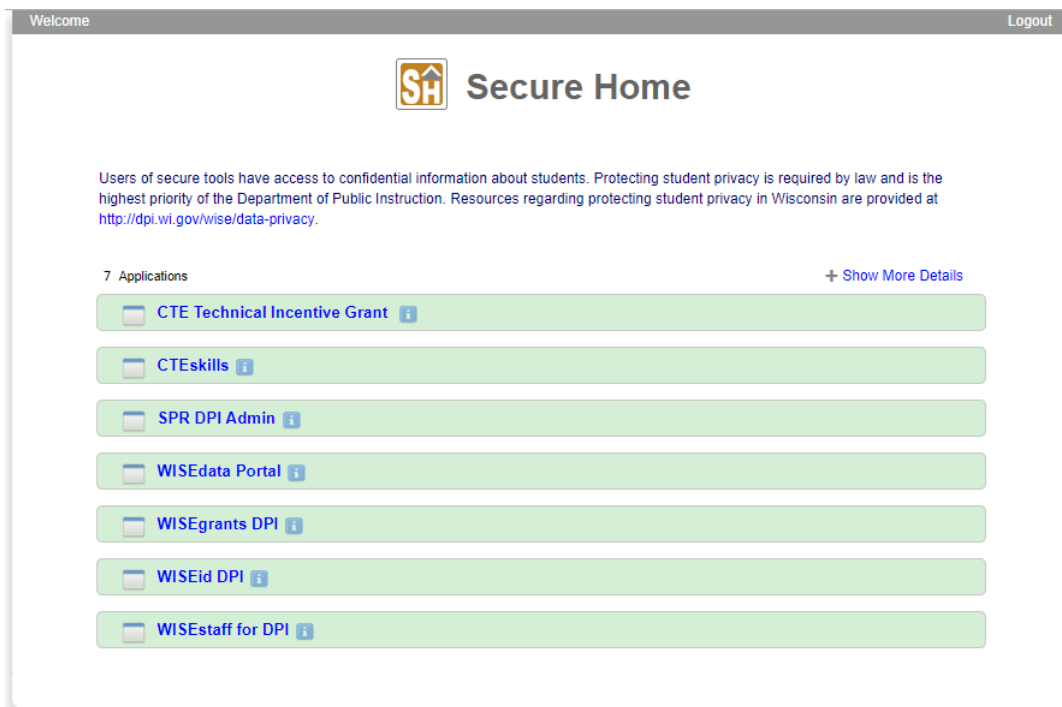
STEP 2: How Can I, as a CTE TIG App Administrator, Assign a CTE User Application Role?

If DSA is assigned as App Admin, you must log out of Secure Home and other DPI-secure applications and close the browser. Then, the App Admin must log back in to Secure Home at <https://apps2.dpi.wi.gov/secure/> to assign user roles.

1. The App Admin clicks on Application Security Manager (ASM).
2. Under Manage Security, the App Admin selects Assign an Application User to an application role (found under Assign an Application Administrator).
3. The App Admin elects CTE Technical Incentive Grants application.
4. The App Admin searches for the user and assigns that user name to an Application User role:
Admin user or View Only user.
 - i. The App Admin role is allowed to add, update, and delete student records and to run reports.
 - ii. The View Only user is able to view student records but not add, update, or delete.

The [Application Security Manager \(ASM\) Quick Start Guide](#) may also help clarify the process.

- 3- Login into Secure Home at <https://apps2.dpi.wi.gov/secure/home>. NOTE: *Your WAMS login is managed outside of DPI. If you have problems logging in, you will need to use the assistance links on the login page.*
- 4- Your screen should resemble the image below. Click CTE Technical Incentive Grant (TIG) to open the application. NOTE: *Do NOT click on the DPI WISEgrants link. The CTE TIG has its own link.*
 - a. If CTE Technical Incentive Grant is not listed, it indicates that you have not been assigned a user role. Refer to the box above, “How Can I, as a CTE TIG App Administrator, Assign a CTE User Application Role?”



Welcome to the Application Page!



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome Jennifer Janik Agency: 2793 - Kenosha School District
Attention! Applications for 2018 graduates funding are DUE September 30, 2018

District Reports

Kenosha School District - District Administrator: Sue Savaglio-Jarvis


Reimbursement Year: 2017 - 2018

2018 Student Graduate CTE Technical Certification Roster

Date Last Submitted	Student WISEid	Student Last Name	Student First Name	Certification Category	Certification Entity	Specific Certification	DHS Registry # or State-Approved Program #	Certification Documentation
No items to display								

District Acknowledgment
By checking this acknowledgment box, I certify that the student certification information I am submitting, on behalf of my district, is accurate.

- 1- Verify your user name, district name, and district administrator name at the top center of the page.
- 2- Check the Attention! message located below your user name.
- 3- Click the Add Student button (on the left of image above) to add a new student record.



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No items to display								

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Enter Student Information

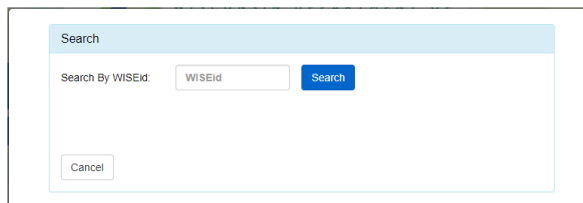
When you click on Add Student, you will see the image labeled Part 1 below. In this section, you'll learn how to enter a student and the information needed for the entry.

5. Enter student's WISEid (see right, Part 1). Click Search button.
6. Verify student name and birth date (see right, Part 2).

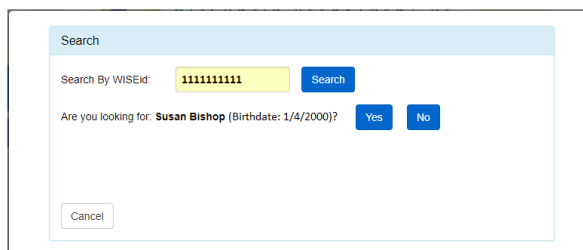
- If correct, click Yes to add student.
- If incorrect, click No to clear the WISEid and try again.
- Warnings or error messages will display above the Cancel button. These include:

- **No Grade 12 enrollment found** – Verify that the student you have entered is graduating in the active collection year. NOTE: *Only graduating seniors are eligible for the funding. You must resubmit other students in the year that they graduate.*
- **No Local Person ID found** – The student does not have an enrollment in your district. NOTE: *For this funding, you may claim only students registered at public schools in YOUR district. If the student is registered in one district but takes the certification class in another district, then transfers of funding will need to be arranged between districts.*

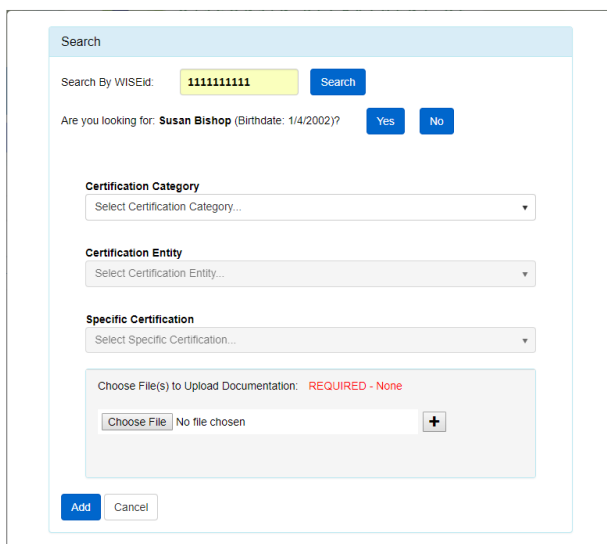
Part 1

A screenshot of a web form titled "Search". It contains a label "Search By WISEid:" followed by a text input field containing "WISEid" and a blue "Search" button. Below the input field is a "Cancel" button.

Part 2

A screenshot of a web form titled "Search". It shows the "Search By WISEid:" field with "1111111111" entered. Below it, a confirmation message reads: "Are you looking for: Susan Bishop (Birthdate: 1/4/2000)?". There are "Yes" and "No" buttons. A "Cancel" button is at the bottom.

7. Select Certification Category, Entity, and Specific Certification

A screenshot of a web form titled "Search". It includes the "Search By WISEid:" field with "1111111111" and a "Search" button. Below this is a confirmation message: "Are you looking for: Susan Bishop (Birthdate: 1/4/2002)?" with "Yes" and "No" buttons. There are three dropdown menus: "Certification Category" (with "Select Certification Category..." selected), "Certification Entity" (with "Select Certification Entity..." selected), and "Specific Certification" (with "Select Specific Certification..." selected). Below these is a section for "Choose File(s) to Upload Documentation: REQUIRED - None", which includes a "Choose File" button and a "No file chosen" status. At the bottom are "Add" and "Cancel" buttons.

Based on certification selected, additional fields may display below the Certification field requesting more information

DHS Registry #

State-Approved Program #

Program # must start with 10-, 30-, 31-, or 61-

- If you are not sure whether a certificate that your student earned is eligible for grant funding, refer to the Approved Certification List on <https://dpi.wi.gov/cte/technical-incentive>, which lists the certificates eligible for grant funding in a given year.
 - The funding application year is the school year in which the student has graduated and is eligible for grant funding. For example, the 2017-18 funding application year (referred to as 2018) covers students graduating in 2018.
 - Review Common Mistakes in the webinar slides at <https://dpi.wi.gov/cte/technical-incentive> to avoid delays due to incorrect categorization.
- Enter additional information, if required for selected certification.
- Documentation requirements, if any, will display (in red) based on selected certification. See Approved Certification List (above link) for funding year requirements, if needed.
- 8. Click the Choose File button to upload the required documentation (copy of certificate, diploma, etc.). Acceptable formats include .png, .jpeg, .bmp, .doc, .xls, .csv, .html, .txt, etc.
 - Note: Create a separate file for each student's certification documentation within your file storage system. Each student whose certification requires documentation must have an uploaded file to be able to submit your list.
- 9. Click the Add button to add this student record to your district's certification list.
- 10. Repeat the steps above for each additional student

Verify Your Certification List Is Complete



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PUBLIC INSTRUCTION

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District ▾ Reports
Change Agency Exit

Kenosha School District - District Administrator: Sue Savaglio-Jarvis Reimbursement Year: 2017 - 2018

2018 Student Graduate CTE Technical Certification Roster

Add Student
Export to Excel



Date Last Submitted	Student WISEid	Student Last Name	Student First Name	Certification Category	Certification Entity	Specific Certification	DHS Registry # or State-Approved Program #	Certification Documentation		
	1111111111	BISHOP	SUSAN	Business & Industry	American Hotel & Lodging Educational Institute (AHLEI)	Hospitality and Tourism Management Program (HTMP)		sbishop.pdf		
	2222222222	EDWARDS	MARCUS	WI Technical College	WI Technical College System	Gateway	30-543-1	medwards.pdf		

1 - 2 of 2 items

District Acknowledgment

By checking this acknowledgment box, I certify that the student certification information I am submitting, on behalf of my district, is accurate to the best of my knowledge.

☒
Submit

11. Review all student records for accuracy.
 - Verify that ONLY eligible certifications are entered. Click the Update button () near the end of a student row to make changes to the certification information or to upload a document (above).
 - Verify that any duplicates entered are for different eligible certificates, not a student and certification entered twice. Click the Delete button () at the end on a student row to delete a duplicate from your district's certification list.
 - Verify that registry or program numbers are included, if required
 - NOTE: Program Numbers are required for any Wisconsin Technical College embedded technical diplomas (ETDs) or series of dual credit classes that result in an ETD.
 - Verify that certification documentation is uploaded, if required.

12. When all records have been verified and your district's certification list is complete, check the District Acknowledgment box and click the Submit button to send your completed list to DPI. Once submitted, a notation will display below the Submit button indicating the name of the user who submitted the certification list and the date and time on which it was submitted.
- NOTE: *If changes are needed to student information after a list has been submitted, you may use the Update or Delete buttons to adjust your list as needed. Then check the District Acknowledgment box and click Submit to resubmit your district's certification list.*

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District Reports Change Agency Exit

Your CTE Incentive Grant application has been successfully submitted to DPI. Application contains 2 student records

Kenosha School District - District Administrator: Sue Savaglio-Jarvis Reimbursement Year: 2017 - 2018

2018 Student Graduate CTE Technical Certification Roster

Add Student Export to Excel

Date Last Submitted	Student WISEd	Student Last Name	Student First Name	Certification Category	Certification Entity	Specific Certification	DHS Registry # or State-Approved Program #	Certification Documentation		
07/31/2018	1111111111	BISHOP	SUSAN	Business & Industry	American Hotel & Lodging Educational Institute (AHLEI)	Hospitality and Tourism Management Program (HTMP)		sbishop.pdf		
07/31/2018	2222222222	EDWARDS	MARCUS	WI Technical College	WI Technical College System	Gateway	30-543-1	medwards.pdf		

1 - 2 of 2 items

District Acknowledgment

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Submit

Last submitted by Jennifer Janik on 7/31/2018 11:38:54 AM

30-543-1 medwards.pdf 1 - 2 of 2 items

submitting, on behalf of Submit

Last submitted by Jennifer Janik on 7/31/2018 11:38:54 AM

ALL application claims MUST be finalized by September 30 of each calendar year for graduate claims from that year.